

2011 State Employee Recognition Week (SERW)/ August 16 - 20
State Employee Recognition Day (SERD)/ August 20 // Recognition Event at State Capitol from 11:00 am – 2:00 pm

DEPARTMENT		SERD TABLE DISPLAY	CONTACT
Office of Administration			Sara VanderFeltz - Sara.VanderFeltz@oa.mo.gov 751-0337 - Room 125, Capitol Bldg
OA-Center for Management and Professional Development	Table Display – Yes		Denise Osborne – Denise.Osborne@oa.mo.gov 526-4554 – Room 430, Truman Bldg.
OA-Children’s Trust Fund	Table Display – Yes		Alicia Whitson – Alicia.Whitson@oa.mo.gov 751-5147 – Truman Bldg.
Department/Agency SERW Activities – OA Division Directors will serve ice cream sundaes to employees on May 25			
Agriculture		Table Display – Yes	Dana Kliethermes – Dana.Kliethermes@ago.mo.gov 751-1199 // 1616 Missouri Blvd
Department/Agency SERW Activities – not provided			
Conservation		Table Display – Yes	Kari Hayes – Kari.Hayes@mdc.mo.gov 522-4115 x 3688 - 2901 W. Truman Blvd.
Department/Agency SERW Activities – not provided			
Corrections		Table Display – Yes	Anita Witthaus – Anita.Witthaus@doc.mo.gov 526-6472 – 2729 Plaza Drive
Department/Agency SERW Activities – Our agency honors our employees during Correctional Employees Week, which is the first week of May rather than during State Employee Recognition Week. A ceremony is held in honor of the week where employees are honored that have received various awards during the past year. Activities are held at the institutions and probation and parole offices during the week - barbecues, ice cream sundaes, give aways to staff from their sites personnel clubs, etc. We do allow Central Office staff an extra hour of time to attend the festivities at the capitol on State Employee Recognition Day.			
Economic Development		Table Display –	Sarah Schuette – Sarah.Schuette@ded.mo.gov 522-4107 Room 680, Truman Bldg.
Department/Agency SERW Activities – The Monday morning of State Employee Recognition Week will be kicked off by our Director who will do an All Staff Quarterly Update - Live. His message will include recognition and appreciation for all the work employees of DED do. In addition, the Director has approved casual dress, to include jeans, for the State Employee Recognition Week. Of course all attire must be office appropriate. Staff in the Truman Building will be treated to several events during the week and offices outside of the Truman Building are being encouraged to find ways to recognize their employees. Each day of the week will have a theme and all local employees are being encouraged to join other state employees on the lawn of the Capitol.			
Elementary and Secondary Education		Table Display –	Kim Wineland – Kim.Wineland@dese.mo.gov 526-3870 - 2 nd Floor, Jefferson Bldg.
Department/Agency SERW Activities – Staff Trivia day, department-wide snack day, employees receive an extra thirty minutes to their lunch to participate in SERD event, ice cream day served by executive staff, trivia quiz on survey monkey, elementary picture day, sports/jeans day (dress in favorite sports team shirt).			
Health and Senior Services		Table Display – Yes	Sandy Lewis - Sandy.Lewis@dhss.mo.gov 751-6059 - 912 Wildwood
Department/Agency SERW Activities – Monday -A ‘thank you’ email will be sent from the Director announcing the opening of a message board, located on the department’s intranet, which will be available for anyone-not just supervisors- to post a ‘thank you’ to someone for jobs well done, help and assistance, etc. All week the Director , Deputy Director, Division Directors, and managers will be traveling to offices to greet people and give ‘thank yous’ for all of the hard work done each			

day. Thank you emails will also be sent out. **Tuesday**-there will be a food event from 2-4. **Wednesday**-Today staff will be allowed to wear blue jeans, a favorite sports team shirt, and tennis shoes. **Thursday**-‘Little Known Fact’ contest where the Directors and managers will provide a little known fact about themselves and employees will try to match it up to win prizes. **Friday**-No activity.

Higher Education

Table Display – No

Lynn Bock – Lynn.Bock@dhe.mo.gov

751-1878 – 11th Floor, Jefferson Bldg.

Department/Agency SERW Activities – The events below are being held to recognize all of you and to show the tremendous appreciation that the State and Department of Higher Education has for your hard work and dedication. Please join us in the celebration by participating in the events below to recognize not only yourself, but your peers and co-workers as well. Thank you for all that you do!!!

Calendar of Events - **All week**: Employees can wear jeans, unless you have a meeting with external constituents. In that event, standard dress is still expected. Each day, a name will be drawn and the individual whose name is drawn gets an hour of administrative leave. **Monday** - Cupcake and cookie contest. Each unit may recommend a theme. Best decorated will receive 2 hours of administrative leave. **Tuesday** - “Grazing for Goodies”; each section is encouraged to set out snacks in their area and employees will then roam the building grazing for goodies. **Wednesday** - Wear your favorite college shirt and cook-out at the Memorial Park Pavilion. Employees will be released at 2:30 to assemble at the park for a cook-out. Burgers and hotdogs will be provided by Commissioner Russell; employees are encouraged to bring a food item of their choice to contribute to the meal. Length-of-service awards will be announced and employees will be recognized for their service. Employees willing to demonstrate their talent (singing, musical instrument, magic, juggling, comedy routine, etc.) are encouraged to do so during the picnic. Anyone interested in this should let Pam Evers know beforehand. Note: This is not a general early release for the day. All employees are requested to attend the picnic, but anyone choosing not to do so will be expected to stay at the office until the normal end of the work day. **Thursday** - State-wide recognition activities at the capitol from 11:00 a.m. to 2:00 p.m. Employees will be released in shifts (11:00-1:00 or 12:00 to 2:00) to attend the events. **Friday** - “You Rock.” Employees can decorate a rock and bring it in and colleagues will vote for their favorite. Size of rock doesn’t matter as long as you can carry it. Winner will receive 2 hours of administrative leave.

Insurance, Financial

Institutions and Professional

Table Display – Yes

Registration

Department/Agency SERW Activities – not provided

Keith Dudenhoeffer - Keith.Dudenhoeffer@Insurance.mo.gov

751-3024 - Room 530. Truman Bldg.

Labor & Industrial Relations

Table Display – No

Linda Wilbers – Linda.Wilbers@labor.mo.gov

751-3574 – 421 E. Dunklin

Department/Agency SERW Activities – **Monday**:Blast from the Past - Dress from your favorite decade! Contest: Sections can dress up as their favorite decade and submit pictures to the Employee News. Employees can vote on which section wins, winner announced on Thursday. Individuals can submit pictures also. **Tuesday**: Crazy Day – Wear your craziest clothing; i.e. shoes, hat, shirts, etc. **Wednesday**: Hat Day – Wear your favorite hat. **Thursday**: Sports Day – Employees are “MVPs” for the day. Wear your favorite sports team attire. Department wide snack day. **Friday**: Western Day – Wear your favorite Western attire. **Daily Trivia, Drawings for casual days**

Mental Health

Table Display – Yes

Brenda Thompson - Brenda.Thompson@dmh.mo.gov

751-7293 - 1706 E. Elm

Department/Agency SERW Activities – The Department of Mental Health’s management team will serve ice cream to employees.

Natural Resources

Table Display – Yes

Jennifer Terry – Jennifer.Terry@dnr.mo.gov

751-6788// 1101 Riverside Drive, 2 West.

Department/Agency SERW Activities – The Department of Natural Resources will be involved in many activities during State Employee Recognition Week. This week has been declared as a dress down week. Employees are invited to wear jeans throughout the week as long as it is appropriate for their work schedules and

activities. We also have a "themed" day for every day of that week. **Monday** is Patriotic Day-employees are invited to wear red, white and blue to honor our veterans. Our Executive Staff will be serving ice cream from 1:00 to 2:30 at the Lewis and Clark State Office Building. **Tuesday** is Vacation Day-employees are invited to wear their favorite vacation type apparel. Hawaiian shirts, sunglasses, sun visors, etc. **Wednesday** is Sports Day-employees are invited to wear clothing representing their favorite sports team. We will also be promoting a wellness walk. Anyone that walks on their breaks or lunch will be eligible to put their name in a drawing for a \$25.00 gift certificate. Our Executive Staff will also be serving ice cream from 1:00 to 2:30 at the Environmental Services Lab. **Thursday** is Hat Day-employees are invited to wear their favorite hat whether it be a baseball hat, goofy hat or otherwise. Our Executive Staff will also be serving ice cream from 1:00 to 2:30 at 1730 E. Elm for both DNR buildings. **Friday** is Flashback Friday-employees are invited to dress in apparel from their favorite decade.

Public Safety	Table Display – Yes	Mary Beckwith - Mary.Beckwith@dps.mo.gov 751-5424 - 8 th Floor, Truman Bldg.
Department/Agency SERW Activities – not provided		
DPS – Highway Patrol	Table Display – Yes	Tammy Byrd – Tammy.Byrd@mshp.dps.mo.gov 526-6153 x 264 – 1510 E. Elm Street
Department/Agency SERW Activities - The Missouri State Highway Patrol activities will vary from troop to troop. A majority of the troop headquarters have scheduled BBQ luncheons sometime during the week and at General Headquarters, several divisions are having ice cream days. In an announcement from our superintendent, Colonel Replogle thanked all employees for their hard work and dedication and approved all non-uniformed employees being allowed to wear casual dress for the SERW, but must still be appropriate for their work assignments and duties. Patrol employees assigned in and around the Jefferson City area will obviously be given extra time to attend any SERW activities scheduled at the Capitol complex.		
DPS – Veterans Commission	Table Display – Yes	Jill Talken – Jill.Talken@mvc.dps.mo.gov 522-1422 – 12 th Floor, Jefferson Bldg.
Department/Agency SERW Activities – Monday - Director’s Breakfast (Our director and deputy director will be cooking pancakes & sausage for all staff in the Central Office). Tuesday - Thank you (Letters will be distributed to all Missouri Veterans Commission staff from our Director thanking them for their hard work & service. This letter will go out to all our employees statewide.). Wednesday - MVP Tailgate Luncheon (Employees in the central office are asked to wear their favorite team colors and bring their favorite tail gate food. We also plan to BBQ brauts.). Thursday -State Employee Recognition Day at the Capitol, no other staff events scheduled. Friday -Ice Cream and Funny Tie Social (Employees in the central office will be competing for the funniest tie while enjoying a delicious ice cream sundae.)		
DPS - MO National Guard	Table Display – No	Christy Kempker – Christy.Kempker@us.army.mil 638-9565 x 7994 – Militia Drive
Department/Agency SERW Activities – not provided		
Revenue	Table Display – Yes	Sheila Wilson - Sheila.Wilson@dor.mo.gov 751-3122 - Room 670, Truman Bldg
Department/Agency SERW Activities – not provided		
Social Services	Table Display – Yes	Jennifer Hanes - Jennifer.L.Hanes@dss.mo.gov 526-0995 - Pers.–Broadway Bldg.
Social Services-Foster Parent Program	Table Display – Yes	Venice Wood – Venice.P.Wood@dss.mo.gov 751-9035 - 1716 Four Seasons Drive
Department/Agency SERW Activities – Activities will vary from office to office; however, the following activities have been held in the Department of Social Services in previous years: Employee luncheon, Memorandum to staff from Division Directors, thanking staff for their hard work, Dress-down week, Snack days, Ice Cream socials, Balloon affirmation day, Staff picnic, Sport your sports apparel day, Staff baby picture bulletin board, “Our Employees are the Best” button day, Staff trivia contest, Individual recognition/humorous awards, Gift certificate drawing, Cookies and donuts provided to staff, Thank you balloons and posters signed by executive staff placed in offices, One day of “no-cost business casual day”, Barbeque for employees, Refreshments and recognition at regularly scheduled meetings, Banners and certificates placed throughout building to recognize individual contributions, Breakfast items provided at staff meetings and throughout the week, Bulletin board		

dedicated to recognize employees' contributions, Drawings for various prizes, Vote on "most helpful, funniest...etc." and award certificates to the winners, Pizza party, Potluck dinner, Special recognition/humorous awards , Certificates of assistance, Sonic Drinks, Certificates of appreciation to all staff, Mexican Fiesta Day, Silly shoe day, Movie day, Dress retro and choose your favorite generation, Shorts day, Wellness Walk day, Flip flop Friday,

Sack lunch for each worker with the theme "43rd Circuit CD employees are Souper". Each bag will have a can of soup, crackers, bottle of water and a candy bar or some kind of treat. The candy bar will have sayings tied onto them such as: Thanks for all the laughs and Snickers (on a Snickers bar), Your are out of this world (Milky Way or Mars Bars), Thanks for the Mounds of work you do, You are M and M.....marvelous and magnificent, Thanks for putting up with us Ding Dongs, You deserve an extra Payday, You are a Joy (Almond Joy), Thanks for being willing to do EXTRA (gum), Thanks for puddin' up with us!, Have a Cracker Jack of a day, Have a Poppin good day (popcorn), You are O FISH ally awesome (Goldfish crackers), We are Nuts about you, You were "mint" to be a social worker

New this Year (2011): Drawing for reserved parking spots, "Alma Mater" Day, Theater Snack Day – bring your favorite foods of the movie theater, Ink Pen Day – each employee receives a gel/fun ink pen and a thank you note, Healthy Snack Day, Kaponk contest (throwing a ping pong ball into a cup)

Transportation	Table Display – Yes	Carol Lueckenhoff - Carol.Lueckenhoff@modot.mo.gov 526-5617 - PO Box 270
Transportation - Amtrak	Table Display – Yes	Carol Lueckenhoff - Carol.Lueckenhoff@modot.mo.gov 526-5617 - PO Box 270
Department/Agency SERW Activities – not provided		
Attorney General	Table Display – No	Kerry Kroll – Kerry.Kroll@ago.mo.gov 751-3095 – 8 th Floor, Broadway Bldg.
Department/Agency SERW Activities – Luncheon/BBQ - dates to be determined.		
Auditor	Table Display – No	Sheila Hohenstreet – Sheila.Hohenstreet@auditor.mo.gov 751-4213 - Room 880, Truman Bldg.
Department/Agency SERW Activities - The Auditor's office will hold an Employee Appreciation Picnic on May 16th, to coordinate with our staff conference. Meat is being provided by the Auditor and Senior Staff with employees providing sides. We will also have daily agency-wide appreciation e-mails. During the week of May 23rd-27th employees will be able to wear jeans all week if deemed acceptable for their worksite. Monday - Wear your favorite team shirt as we kickoff the MVP themed state employee recognition week! Tuesday - Ice Cream Social, the senior staff will be serving ice cream in the afternoon. Wednesday , May 25th - Wear your Red, White, & Blue as we honor our military and veterans. Thursday - Popcorn available throughout the day as a thank you treat. Friday - Wear your Hawaiian style shirt as we wrap up the week with a vacation attire day.		
Governor	Table Display – Yes	Barb Shimmens – Barb.Shimmens@mo.gov 751-1967 - State Capitol Building
Department/Agency SERW Activities – not provided		
House of Representatives	Table Display - No	Judy Kempker - Judy.Kempker@house.mo.gov 751-1520 - Room B36, Capitol Building
Department/Agency SERW Activities – not provided		
Lt. Governor	Table Display – No	Gary McElyea – Gary.Mcelyea@ltgov.mo.gov 751-1088 - State Capitol Building
Department/Agency SERW Activities – not provided		
Missouri Consolidated Health	Table Display – Yes	526-4177 – Weathered Rock

Care		
Department/Agency SERW Activities – not provided		
Missouri Lottery Commission	Table Display – Yes	Terry Black – Terry.Balck@molottery.com 526-1227 – 1823 Southridge Blvd.
Department/Agency SERW Activities –not provided		
Missouri State Employees Retirement System	Table Display – Yes	Lisa Verslues – LisaV@Mosers.org 632-6195 - 907 Wildwood
Department/Agency SERW Activities – We are doing a Hollywood/Award Show theme for the week. We’re having a Red Carpet Reception & Premiere Pizza Party. We’ll be having a movie trivia contest all week. We have several old videos of skits that have been done at Christmas Parties many years ago. Several of the stars are still working here, so we are going to have a Screening Party and watch the old videos.		
Office of St Courts Administration	Table Display – No	Katie Hinton – Katie.Hinton@courts.mo.gov 526-8881 - 2112 Industrial Drive
Department/Agency SERW Activities – not provided		
Public Defender	Table Display – No	Kathleen Lear - Kathleen.Lear@mspd.mo.gov 526-5210 - 231 East Capitol
Department/Agency SERW Activities – not provided		
Senate	Table Display – No	Cindy Winthorst - CWinthorst@senate.mo.gov 751-7212 - Room 324, Capitol Building
Department/Agency SERW Activities –not provided		
Secretary of State	Table Display – No	Deanne Aholt - Deanne.Aholt@sos.mo.gov 526-7319 - 600 West Main
Department/Agency SERW Activities – not provided		
Secretary of State – Missouri State Library	Table Display – Yes	Sarah Irwin – Sarah.Irwin@sos.mo.gov 522-2796 – 600 W. Main
Secretary of State – Safe at Home	Table Display – Yes	Brenda Sites – Brenda.Sites@sos.mo.gov 522-1622 – 600 W. Main
Secretary of State – Missouri Securities	Table Display – Yes	Melanie Michelson – Melanie.Michelson@sos.mo.gov 751-1862 – 600 W. Main
Treasurer-MO\$T Program	Table Display –	Maribeth Neidert – Maribeth.Neidert@treasurer.mo.gov 751-0912 - Room 780, Truman Bldg
Department/Agency SERW Activities – not provided		